

**APPROVED**

11 / 18 / 20

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
October 14, 2020**

**In Attendance:**

Commissioners: Mark Ryan, Chairman; Michael Sheehan, Vice Chairman; John Corcoran; Russ Maguire, Airport Manager

**Meeting Called to Order: 3:38 PM**

**NCM is recording this meeting.**

**Meeting via GoToMeeting**

Mr. Maguire announced to the Commission that Les LeBlanc who had been a longstanding airport Commissioner had passed away. Mr. LeBlanc was appointed to the NAC in March of 2002 and served just over 16 years, until May of 2018. He was a private pilot and well-known on the Airport. Mr. LeBlanc was a retired Norwood detective as well. During his tenure on the Commission, the airport underwent a number of major renovations including the reconstruction of the main runway, reconstruction of four taxiways, reconstruction of the west apron, DC3 apron, lots A, B, C apron and the Gate 3 taxi lane. Mr. LeBlanc was on hand for all of the security upgrades following 9/11. He was also on the Board for the completion of phase 1 and phase 2 of the Welch administration building. Mr. LeBlanc was a big supporter of the airport. Mr. Maguire passed on the condolences of the Airport Commission to Mr. LeBlanc's son Billy LeBlanc, retired Norwood firefighter.

Mr. Ryan also passed along his condolences and remembrance of Mr. LeBlanc.

**PROJECTS**

- AIP Project update, DuBois & King, Jeff Adler  
Jeff Adler updated the Commission regarding the environment assessment for the paved safety areas and Taxiway C relocation. A package should be ready within the next few weeks for a submission to MEPA.

On a motion by Mr. Corcoran and seconded by Mr. Sheehan, the Commission voted 3/0 by roll call to approve payment request No. 1 in the amount of \$48,349.34. This is 100% funded by the FAA.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

**MINUTES**

- 9/9/20 Regular Business Meeting

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the minutes.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## **AIRPORT MANAGER'S REPORT**

Mr. Maguire let the written report stand.

On a motion by Mr. Corcoran and seconded by Mr. Sheehan, the Commission voted 3/0 by roll call to approve the Airport Manager's Report.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## **OLD BUSINESS**

- Southern Airways request to de-ice; park customer vehicles in main lot  
Southern Airways is aware that Flight Level would like to postpone their interest in aircraft de-icing. Southern Airways will plan to use a heated hangar in lieu of aircraft de-icing with chemicals.

Mr. Maguire has provided a plan for parking of up to 10 spaces to be reserved for Southern Airways' customers. The Commission discussed other options for parking.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to move ten parking spots to a more suitable location, and ask that Mr. Maguire indicate the spot on a new draft of the parking area. There needs to be signage put in the parking area and Southern Airways Express will pay for the signage.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## **NEW BUSINESS**

- ALP drawing, 'pen and ink' revision showing non-aeronautical use.

There was discussion that the ALP drawing that was voted on in August had areas that were not identified as non-aeronautical use. The plan has been revised to show non-aeronautical use for parking lots out front, observation area and area for future building.

On a motion by Mr. Corcoran and seconded by Mr. Sheehan, the Commission voted 3/0 by roll call to accept the ALP dated September 21, 2020.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Elite Aero Services commercial permit renewal/waiver requests (2)

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve Elite Aero Services permit renewal application and allow for the two exemptions of rented space and commercial tie-downs.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## **CORRESPONDENCE**

- 8-15-20 letter from M. Schneider, of Elite Aero Services, to the NAC re: waiver requests (2) to accompany FY 2021 commercial permit renewal application.
- Draft Southern Airways parking schematic
- 10-5-20 addendum 1 to storm water pollution prevention plan
- ALP drawing, 'pen & ink' revision showing non-aeronautical use
- 9-10-20 letter from M. Ryan, of the NAC, to L. Lesperance, at FAA, re: completion of AIP No. 3-25-0037-2017
- FAA payment request #1 for AIP No. 3-25-0037-041-2020; environmental assessment
- 9-11-20 settlement agreement/withdrawal of notice of default, from the NAC to I. W. Harding, re: AIP No. 3-25-0037-038-2018

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to file the correspondence.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to adjourn for the purposes of Executive Session for Purpose 3 to discuss strategy with respect to litigation, if an open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission: (1) Boston Executive Helicopters, LLC v. Town of Norwood et al., U.S. District Court – Massachusetts Civil Action No 1:15-CV-13647-RGS; and (2) Boston Executive Helicopters v Norwood Airport Commission and Town of Norwood, Federal Aviation Administration Docket No. 16-15-05.

To vote on 9/9/20 executive session minutes.

The open session and executive session will be adjourned at the end of the executive session meeting.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

Adjourned for the purposes for Executive Session at 4:08 p.m.

The minutes of the NAC will be published on the Town Website.

**MEETING ADJOURNED: 4:41 PM**